

NCDR Smart Asset Application – User Manual



User Manual

Prepared by

Smart Vision for Information Systems

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Through this page the user can enter into the Asset tracking system via entering the username and password. Each user has defined authorities in this system.

Upon entering the username and password and clicking the Enter button, the system verifies the entered data. If the data is incorrect, a message will appear informing the user that the data he/she entered is incorrect as shown in the following picture:

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If the user entered the correct data, a new page will open as follows:

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نظام إدارة الأصول الثابتة Smart Assets Management		 المركز الوطني للتوثيق والبحوث National Center for Documentation & Research		 وزارة شؤون الرئاسة Ministry of Presidential Affairs					
:: User Name : hassan :: Login Date & Time : 3/13/2014 11:58:39 AM									
HOME	SYSTEM CONFIGURATION	ITEMS CLASSIFICATION	ASSETS MANAGEMENT	STORE TRANSACTIONS	STOCK TAKING	USER MANAGEMENT	GENERAL REPORTS	CATALOG REPORTS	SIGN OUT
الرئيسية	الرموز الثابتة و إصدارات النظام	تصنيف و ترميز العواد و الخدمات	تسجيل و متابعة الأصول الثابتة	حركات المخازن	جرد المخازن و الأصول الثابتة	المستخدمين و الصلاحيات	التأثير الثابتة	التأثير الخاصة	تسجيل الخروج

:: Welcome to Smart Assets Management: :: مرحبا بك في نظام إدارة الأصول الثابتة:

اسم المستخدم / User Name : hassan

تاريخ ووقت الدخول / Login Date & Time : 3/13/2014 11:58:39 AM

:: دليل المستخدم / User Manuals ::

[دليل المستخدم باللغة العربية / Arabic User Manual](#)

[دليل المستخدم باللغة الإنجليزية / English User Manual](#)

After entering the requested data and clicking the Enter button, the system will take the user to the page which contains the main menu as follows:

Here the user can use the menus and pages which he/she is authorized to use.

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General codes and System Settings:

Assets Locations:

مواقع الأصول / Assets Locations

Required Fields *
حقول مطلوبة *

Building/المبنى
1 *

Floor/الطابق
1

Room/المكتب

[استرجاع/Retrieve](#)

English Description/الوصف الإنجليزي
Basement Floor *

Arabic Description/الوصف العربي
الطابق السفلي *

[باركود/Barcode](#)

[Refresh/تحديث](#)
[Delete/حذف](#)
[Save/حفظ](#)
[New/جديد](#)

	Building/المبنى	Arabic Description/الوصف العربي	English Description/الوصف الإنجليزي
Select/اختار 1	1	المبنى الرئيسي	NCDR-Main Building

+

	Floor/الطابق	Arabic Description/الوصف العربي	English Description/الوصف الإنجليزي
Select/اختار	1	الطابق السفلي	Basement Floor
Select/اختار	2	الطابق الأرضي	Ground Floor
Select/اختار	3	الطابق الأول	First Floor
Select/اختار	4	الطابق الثاني	Second Floor
Select/اختار	5	1	12

+ -

	Room/المكتب	Arabic Description/الوصف العربي	English Description/الوصف الإنجليزي	Barcode/باركود
Select/اختار	1	غرفة السيرفر	Server Room	000001
Select/اختار	2	غرفة التحكم 1	Control Room 1	000002
Select/اختار	3	المطبخ 1	Kitchen 1	000003
Select/اختار	4	غرفة المكيفات 1	A/C Room 1	000004
Select/اختار	6	غرفة المكيفات 2	A/C Room 2	000006

- 1 2 3 4 5 6 7 8

This page contains the Building, Floor and Office fields as well as their description. The user can view all the buildings, floors and offices using the schedules shown above.

In the first schedule, the user selects the building he wants to view by clicking the

Select link then the  sign. Here the user is able to view the building floors and if he/she wants to view the offices in each floor, he/she should select the floor to view its offices.

This page also contains the following buttons:

Clear: To refresh the page.

Save: To save the entered data.

Delete: To delete any data you entered but you should select it first. You can delete the office, floor or building either by selecting it from its schedule.

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Stores:

المستودعات/Stores

Required Fields*

English Store Name

Arabic Store Name

Address

Phone

Fax

Store Keeper

Item Type

Store level ☐ main/ رئيسي ☐ sub/ فرعي *

حقول مطلوبة *

اسم المستودع بالإنجليزية

اسم المستودع بالعربية

العنوان

الهاتف

الفاكس

مسؤول المستودع

نوع المادة

مستوي المستودع

1 : Total number of data / عدد السجلات

select/اختار	English Store Name/ اسم المستودع بالإنجليزية	Arabic Store Name/ اسم المستودع بالعربية
☐	Abu Dhabi Store	مستودع أبوظبي
1		

You can enter new stores through this page. Write store type, store name and items type.

This page contains the following fields:

Store Type: Select the store type.

Type of Store Items: Select the type of the items in this store.

Then you will find fields that tell about the store data like the Description, Address, Telephone Number, Fax and the Person in Charge. You can delete any of these stores using the Delete link.

This page also contains the following buttons:

Clear: To refresh the page.

Save: To save the new data or the modifications made to the already entered data.

Define Employees:

Define Employee

Division	Purchasing Dep
Section	--Please Select--
Employee Code	1
Arabic Name	أحمد محمد
English Name	Ahmed Mohamed
Save Delete Clear	

Employee Code	Arabic Name	English Name
1	أحمد محمد	Ahmed Mohamed

In this page you define employees belong to specific divisions and section.

This page contains the following fields:

Division: the division which contains the different sections.

Employee code: the number that distinguish each employee.

Employee Name: it is related to a specific employee number.

You can delete any of these entries using the Delete link.

This page also contains the following buttons:

Next: To move to the next page.

Clear: To refresh the page.

Save: To save the new data or the modifications made to the already entered data.

Define Divisions:

Define Division

English Name

Arabic Name

	Code	English Name	Arabic Name
☐	1	Purchasing Dep	المشتريات
☐	2	Project Design	Project Design

In this page you define divisions.

This page contains the following fields:

Division code: the number that distinguish each division.

Division Name: Arabic and English name.

You can delete any of these entries using the Delete link.

This page also contains the following buttons:

Next: To move to the next page.

Clear: To refresh the page.

Save: To save the new data or the modifications made to the already entered data.

Define Suppliers:

Define Supplier

English Name	Smart Vision for Information system 	Retrieve
Arabic Name	الرؤيا الذكية لنظم المعلومات	
Address 1	Abu Dhabi	
Address 2	أبو ظبي	
B.O. Box	109096	
Phone 1	02-6764100	
Phone 2	02-6764123	
Email	Smartv@eim.ae	
u.r.l	www.Smartv.ae	
Save Delete Clear		

	English Name	Arabic Name
☐	Smart Vision for Information systems	الرؤيا الذكية لنظم المعلومات

In this page you define suppliers.

This page contains the following fields:

Supplier Name: Arabic and English name.

Then you will find fields that tell about the store data like the Description, Address, Telephone Number, Fax, Email and the URL.

You can delete any of these entries using the Delete link.

This page also contains the following buttons:

Next: To move to the next page.

Clear: To refresh the page.

Save: To save the new data or the modifications made to the already entered data.

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Item Classification

We are using the UNSPSC (United Nation Standard Products and Service Codes)

We have 6 levels each level having Arabic & English description with specified code.

Gradient is in the definition of material from highest to lowest

Level #6

تعريف المواد/Define Items

Required Fields*

Item ☒ UNSPSC ☐ Special/خاص

43 Information Technology Broadcasting and Telecommu...

21 Computer Equipment and Accessories

15 Computers

03 Notebook computers

0001 Lap Top



Browse... Save/حفظ



Delete

Item No

English Description

Arabic Description

Item Type ☒ Fixed Asset/أصل ☐ Consumable/مادة مستهلكة ☐ Service/خدمة

Item Id

Item Details/بيانات الصف

رقم الصف

الوصف الإنجليزي

الوصف العربي

نوع الصف

كود الأصل

Depreciation/الإستهلاك

Unit الوحدة Depreciation Rate

Request Limit نهاية الطلب

Lower limit أقل معدل Upper Limit أعلى معدل

☐ Has Warranty Date/له تاريخ ضمان ☐ Has Expiry Date/له تاريخ صلاحية

New Item/مادة جديدة Refresh/تحديث Save/حفظ Delete/حذف Retrieve/استرجاع Search/بحث

In this page you define Level #6.

You have to select level number 1, 2,3,4,5 to be able to define Level #6.

This page contains the following fields:

Class Name: Arabic and English name.

You can attach image for the selected item

You can delete any of these entries using the Delete link.

This page also contains the following buttons:

Next: To move to the next page.

Clear: To refresh the page.

Save: To save the new data or the modifications made to the already entered data.

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Asset Custody:

الأصول الثابتة الحالية المصروفة / Assets Custody

Required Fields*

Organizational unit: 0001 -- Top management

Section: --Select--

Building: 0001 -- NCDR-Main Building

Floor: 0001 -- Basement Floor

Office: 0001 -- Server Room

Item No: []

Item Description: []

Employee: []

Account No: []

Serial No: []

Barcode: []

حقول مطلوبة *

الوحدة التنظيمية: 0001 -- الإدارة العليا

القسم: --اختر--

المبنى: 0001 -- المبنى الرئيسي

الطابق: 0001 -- الطابق السفلي

المكتب: 0001 -- غرفة السيرفر

رمز المادة: []

اسم المادة: []

الموظف: []

رقم الحساب: []

السعر: []

تاريخ الشراء: []

استرجاع/Retrieve

سلسلة الباركود/Sequence Barcode تحديث الباركود/Update Barcode جديد/New حفظ/Save حذف/Delete

Item No/رقم الصف	Description/الوصف	Description/الوصف	Quantity/الكمية	
Select/اختار 043211501000100000002	SERVER DELL جهاز كمبيوتر سيرفر	Computer Server - SERVER DELL	2	عرض التفاصيل/View Details
Select/اختار 056112103005100000001	كرسي استقبال قماش ثابت بأذرع	Non moving cloth reception chair w/arms	15	عرض التفاصيل/View Details
1				

Item No/رقم الصف	Description/الوصف	Description/الوصف	Barcode/باركود	Serial Number/متسلسل المصنع	Price/السعر	Select To Delete/اختار للحذف
Select/اختار 043211501000100000002	SERVER DELL جهاز كمبيوتر سيرفر	Computer Server - SERVER DELL	221122	11122121	1000.00	☐
Select/اختار 043211501000100000002	SERVER DELL جهاز كمبيوتر سيرفر	Computer Server - SERVER DELL	221133	32122134FFDE	1000.00	☐
1						

You can identify the disbursed assets through this page. You can retrieve data by choosing the division and the building then view the data

You can also add new data as follows:

Select the division, department, item number, building and office. Then write down the quantity and the price. Click the Save button to save the

The Delete button to delete data after selecting them from the schedule above.

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Transferring the Assets:

نقل الأصول النائية / Assets Move

Department	National Center for Documentation and	المركز الوطني للوثائق والبحوث	الإدارة Building	0001 -- NCDR-Main Building	المبنى الرئيسي -- 0001
Division	0001 -- Top management	الإدارة العليا -- 0001	الوحدة التنظيمية Floor	0001 -- Basement Floor	الطابق السفلي -- 0001
Section	--Select--	--اختر--	القسم Room	0002 -- Control Room 1	غرفة التحكم 1 -- 0002

[Retrieve/استرجاع](#)
[New/جديد](#)

Item Number/كود المصف	Item Description/وصف المادة	Item Description/وصف المادة	Qty./الكمية	عرض التفاصيل/View Details	نقل/Move	اختار الكل/Select All
0211022020001000000001	Various scissors	مقصات متنوعة	5	عرض التفاصيل/View Details	نقل/Move	☐
0391210060001000000001	Ups-chloride-linear-MK-II	جهاز Ups-chloride-linear-MK-II	5	عرض التفاصيل/View Details	نقل/Move	☐
1						

[نقل الكل/Move All](#)

Required Fields/حقول إلزامية					
Department	National Center for Documentation and	المركز الوطني للوثائق والبحوث	الإدارة Building	--Select--	--اختر--
Division	--Select--	--اختر--	الوحدة التنظيمية Floor	--Select--	--اختر--
Section	--Select--	--اختر--	القسم Room	--Select--	--اختر--

Through this page you can transfer the asset from one location to another. First select the division, department, floor, and office then click retrieve to retrieve the assets as shown in the schedule in the above picture.

نقل الأصول النائية / Assets Move

Department	National Center for Documentation and	المركز الوطني للوثائق والبحوث	الإدارة Building	0001 -- NCDR-Main Building	المبنى الرئيسي -- 0001
Division	0001 -- Top management	الإدارة العليا -- 0001	الوحدة التنظيمية Floor	0001 -- Basement Floor	الطابق السفلي -- 0001
Section	--Select--	--اختر--	القسم Room	0002 -- Control Room 1	غرفة التحكم 1 -- 0002

[Retrieve/استرجاع](#)
[New/جديد](#)

Item Number/كود المصف	Item Description/وصف المادة	Item Description/وصف المادة	Qty./الكمية	عرض التفاصيل/View Details	نقل/Move	اختار الكل/Select All
0211022020001000000001	Various scissors	مقصات متنوعة	5	عرض التفاصيل/View Details	نقل/Move	☐
0391210060001000000001	Ups-chloride-linear-MK-II	جهاز Ups-chloride-linear-MK-II	5	عرض التفاصيل/View Details	نقل/Move	☐
1						

[نقل الكل/Move All](#)

Required Fields/حقول إلزامية					
Department	National Center for Documentation and	المركز الوطني للوثائق والبحوث	الإدارة Building	--Select--	--اختر--
Division	--Select--	--اختر--	الوحدة التنظيمية Floor	--Select--	--اختر--
Section	--Select--	--اختر--	القسم Room	--Select--	--اختر--

You can also view the asset details through this page.

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Asset Search

البحث عن المواد / Asset Search

Division	0001 -- Top management	0001 -- الإدارة العليا	الوحدة التنظيمية
Section	--Select--	--اختر--	القسم
☐ Starts With / يبدأ بـ ☒ Contains / يحتوي ☐ Equal To / يساوي			
ItemName Arabic			اسم الصنف - عربي
ItemName English			اسم الصنف - إنجليزي
Item Number			رمز المادة
Sequence Number	345679		متسلسل الأصل
Search / بحث			

Item No / رمز الصنف	Description / الوصف	Barcode/باركود	Building / المبنى	Floor / الطابق	Room / المكتب
048102002000100000001	Kitchen table & (2) chairs Set/طاولة مطبخ مع كرسيين	345679	NCDR-Main Building/المبنى الرئيسي	Basement Floor/الطابق السفلي	Cleaner Store/مخزن النظافة
049221512008000000002	Multipurpose exercise chair/كرسي خاص للتمارين الرياضية المتعددة	000124	NCDR-Main Building/المبنى الرئيسي	Basement Floor/الطابق السفلي	UPS Room/غرفة تخزين الطاقة

From this page you can search for any asset by using Barcode Number and click on search button. All Asset details will retrieve directly in the grid.

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Store Transactions

item receipt

استلام المواد/Receive Items

Document No./المستند رقم: Year/السنة: Movement Date/تاريخ الحركة:

Purchase Type/نوع الشراء: L.P.O. No./رقم أمر الشراء: L.P.O. Date/تاريخ أمر الشراء:

استرجاع/Retrieve **جديد/New**

Supplier: المورد:

Supplier Invoice Number: Supplier Invoice Date: تاريخ فاتورة المورد

Store: ملاحظات:

Item No.: رقم الصنف

Item Name: اسم الصنف

Quantity: الكمية

Price: السعر Total

Discount Percent: % Discount Value: قيمة الخصم

Warranty Date: تاريخ الضمان Expiry Date: تاريخ الصلاحية

Remarks: ملاحظات Account Number: رقم الحساب

Clear/امسح الشاشة **Add Item/أضف مادة** **Print-PDF/PDF** **Print-Excel/Excel** **Next/التالي**

Item Name/الاسم الصنف	Item No./رقم الصنف	Unit Price/سعر الوحدة	Quantity/الكمية	Total Price/الإجمالي	الكل
Server rack cabinet small/خزانة صغيرة ذات رف للخادم	043201611000200000001	2500	5.00	12500	Delete/حذف
Leather counter reception chair for 2 persons /كرسي استقبال كوتنر جلد لشخصين	0561121030251000000003	220	6.00	1320	Delete/حذف

1

This screen enables you to make a temporary receipt as follows:

- 1- Add LPO type , number and date
- 2- Click the button parallel to the Supplier field. The following screen named "Search for a Supplier" will appear.

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This screen enables you to do the following tasks:

- ✓ Search by the supplier's name in Arabic or in English as follows:
 - Select one of these options: Starts with, Contains or Equals.
 - Enter a text in the Supplier's Name whether in Arabic or in English according to your choice.
 - Click the search button to get the results matching your search text.
 - Click the Select button. The Search for a Supplier screen will disappear. The selected supplier's name now appears in the Supplier field in the Temporary Receipt screen.
- ✓ Search using the supplier's code:
 - Click Search By Supplier's Code. The following screen will appear.
 - Enter the supplier's code or part of it.
 - Click the search button to get the results matching your search code.
 - Click the Select button. The Search for a Supplier screen will disappear. The selected supplier's code now appears in the Supplier field in the Temporary Receipt screen.

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- ✚ If the search results are too many, the following message will appear. **The numbers of the suppliers retrieved are too many. Please enter more search criteria.** This means that the supplier you are searching for may not be found within the retrieved results and you should enter more search criteria.

From the Store menu, select the store in which you want to store the items mentioned in the receipt.

- 3- Select the purchase type from the related menu and write your notes in the related field.
- 4- Add the items mentioned in the receipt one by one as follows:
 - Click the Search button parallel to the item code. The Search for Items screen will appear.

The above screen enables you to search for an item by description or item code

The results of the retrieved items will be less, the matter which will help you get the item you are searching for.

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استلام المواد/Receive Items

Document No./رقم المستند
1

Year/السنة
2014

Movement Date/تاريخ الحركة
14/04/2014

Purchase Type/نوع الشراء
Purchase order/أمر شراء

L.P.O. No./رقم أمر الشراء

L.P.O. Date/تاريخ أمر الشراء

Retrieve/استرجاع
New/جديد

Supplier
Smart vision

Supplier Invoice Number
121212

Store
0001 -- Abu Dhabi Store

Smart vision

Supplier Invoice Date
01/03/2014

Remarks

Item No.

Item Name

Quantity

Price

Discount Percent

Warranty Date

Remarks

المورد

تاريخ فاتورة المورد

ملاحظات

رقم الصنف

اسم الصنف

الكمية

المجموع

قيمة الخصم

تاريخ الصلاحية

رقم الحساب

Clear/امسح الشاشة
Add Item/اضف مادة
Print-PDF/PDF/اطبع
Print-Excel/Excel/اطبع
Next/التالي

- Now that you selected the item from the search screen, all the following fields will be filled in automatically according to this item: Item Code, Item Name.
- Enter the quantity and price of the item. The product of multiplying these two numbers will be saved at once in the Total field.
- Click the Save button to save the item in the bill. The Select link in the bottom schedule enables you to make the necessary modifications on any item entered in the bill. Click the New button to set the fields to enter a new item.

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- ✚ After saving the first item in the purchaser's bill, the Save and Delete buttons will appear in the bill to enable you to make the necessary modifications on the bill or its details or delete the whole bill.
- ✚ You will not be able to make any modifications on a document if it is checked and authorized through the Check and Count Report screen.
- ✚ After the first saving operation is done, the document will be given a serial number that appears in the related field. This number makes it easier for you to retrieve the document data using the Retrieve button parallel to the field.
- ✚ Click the Print button to issue a receipt report.

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Move Items

Move Items - Assets/نقل المواد - الاصول	
Document No./رقم المستند	Year/العام 2014
Search/بحث Clear/مسح الشاشة	
Document No.	رقم المستند
Transaction Date	14/04/2014 تاريخ الحركة
Remarks	ملاحظات
Movement Type	نوع الحركة
☒ Store to Location/مستودع الى موقع ☐ Store to Store/مستودع الى مستودع ☐ Location to Store/موقع الى مستودع ☐ Employee to Employee/موظف الى موظف	
From Store	من المستودع
To Location/الى الموقع	
Division	الوحدة التنظيمية
Section	القسم
Building	المبنى
Floor	الدور
Office	المكتب
Add/اضف	
Selected Items/المواد التي تم اختيارها	
Save/حفظ Delete/حذف Clear/مسح الشاشة	

By using this page you can transfer assets from

- Store To location -Room-
- Store To Store
- Location -Room- To Store
- Employee To Employee

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From Store To location -Room-

نقل المواد - الاصول / Move Items - Assets	
Document No./ رقم المستند	Year/ العام 2014
Search/ بحث Clear/ مسح الشاشة	
Document No.	رقم المستند
Transaction Date	14/04/2014 * تاريخ الحركة
Remarks	ملاحظات
Movement Type	نوع الحركة
☒ Store to Location/ موقع/ مستودع الى ☐ Store to Store/ مستودع الى مستودع ☐ Location to Store/ موقع الى مستودع ☐ Employee to Employee/ موظف الى موظف	
From Store	من المستودع
To Location	الى الموقع/موقع
Division	الوحدة التنظيمية
Section	القسم
Building	المبنى
Floor	الدور
Office	المكتب
Add/ اضافة	
Selected Items/ المواد التي تم اختيارها	
Save/ حفظ Delete/ حذف Clear/ مسح الشاشة	

Select store name, choose assets then select the room add all selected asset and
SAVE.

From Store To Store

نقل المواد - الاصول / Move Items - Assets	
Document No./ رقم المستند	Year/ العام 2014
Search/ بحث Clear/ مسح الشاشة	
Document No.	رقم المستند
Transaction Date	14/04/2014 * تاريخ الحركة
Remarks	ملاحظات
Movement Type	نوع الحركة
☒ Store to Location/ موقع/ مستودع الى ☐ Store to Store/ مستودع الى مستودع ☐ Location to Store/ موقع الى مستودع ☐ Employee to Employee/ موظف الى موظف	
From Store	من مستودع
To Store	الى مستودع
Add/ اضافة	
Selected Items/ المواد التي تم اختيارها	
Save/ حفظ Delete/ حذف Clear/ مسح الشاشة	

Select store name, choose assets then select the second store, add all selected asset
and SAVE

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From location -Room- To Store

نقل المواد - الاصول / Move Items - Assets	
Document No./ رقم المستند	Year/ العام 2014
Search/ بحث Clear/ مسح الشاشة	
Document No.	رقم المستند
Transaction Date	تاريخ الحركة 14/04/2014
Remarks	ملاحظات
Movement Type: ☐ Store to Location/ موقع/ مستودع الى موقع ☐ Store to Store/ مستودع الى مستودع ☒ Location to Store/ موقع الى مستودع ☐ Employee to Employee/ موظف الى موظف	
Division	الوحدة التنظيمية
Section	القسم
Building	المبنى
Floor	الدور
Office	المكتب
Store	المستودع
Add/ اصف	
Selected Items/ المواد التي تم اختيارها Save/ حفظ Delete/ حذف Clear/ مسح الشاشة	

Select Room name, choose assets then select the Store , add all selected asset and SAVE.

From Employee To Employee

نقل المواد - الاصول / Move Items - Assets	
Document No./ رقم المستند	Year/ العام 2014
Search/ بحث Clear/ مسح الشاشة	
Document No.	رقم المستند
Transaction Date	تاريخ الحركة 14/04/2014
Remarks	ملاحظات
Movement Type: ☐ Store to Location/ مستودع الى موقع ☐ Store to Store/ مستودع الى مستودع ☐ Location to Store/ مستودع الى موقع ☒ Employee to Employee/ موظف الى موظف	
From Store	من مستودع
To Store	الى مستودع
Add/ اصف	
Selected Items/ المواد التي تم اختيارها Save/ حفظ Delete/ حذف Clear/ مسح الشاشة	

Transfer custody from Employee to another by select the Employees name , Choose assets and SAVE

Note: You can print the transaction report after click save

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General Report

نظام إدارة الأصول الثابتة
Smart Assets Management

المركز الوطني للمعلومات والبحوث
National Center for Documentation & Research

وزارة شؤون الرئاسة
Ministry of Presidential Affairs

User Name : hassan :: Login Date & Time : 4/14/2014 10:25:04 PM :: Version : 3.14

HOME	SYSTEM CONFIGURATION	ITEMS CLASSIFICATION	ASSETS MANAGEMENT	STORE TRANSACTIONS	STOCK TAKING	USER MANAGEMENT	GENERAL REPORTS	ITEM CATALOGUE	SIGN OUT	
الرئيسية	الرجوع للصفحة	الرغوز القائمة	تصنيف وترميز العواد و الخدمات	تسجيل و متابعة الاصول الثابتة	حركات المخازن	جرد المخازن و الاصول الثابتة	التخصيص و الصلاحيات	التقارير القائمة	تتبع الاصول	تسجيل الخروج

01-- الهيكل التنظيمي

02-- كشف المواقع

03-- تدقيق نموذج تسجيل العواد و الاصول الثابتة

04-- (عهد الاصول الثابتة حسب المواقع بالتصنيف)

05-- كشف تصنيف ارصدة الاصول

06-- تقرير خلاص ارصدة العواد و الاصول الثابتة

07-- تقرير اهلاك العواد

08-- حركات التخصيص

نظام إدارة الأصول الثابتة
Smart Assets Management

المركز الوطني للمعلومات والبحوث
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Ministry of Presidential Affairs

User Name : hassan :: Login Date & Time : 4/14/2014 10:25:04 PM :: Version : 3.14

HOME	SYSTEM CONFIGURATION	ITEMS CLASSIFICATION	ASSETS MANAGEMENT	STORE TRANSACTIONS	STOCK TAKING	USER MANAGEMENT	GENERAL REPORTS	ITEM CATALOGUE	SIGN OUT
الرئيسية	الرجوع للصفحة	01--Organizational Structure Report	02--Locations List	03--Assets Audit Report	04--Assets Custody by Locations	05--Detailed Assets Stock	06--Summary Assets Stock	07--Depreciation Report	08--Transaction History

Then click on print button it will appear in PDF file or XLS format

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System Security

Define User Group

مجموعات الصلاحيات / Groups

Required Fields*

Group Name / اسم المجموعة *

☐ Select all / اختيار الكل

☐ ASSETS MANAGEMENT/تسجيل و متابعة الأصول الثابتة
 ☐ GENERAL REPORTS/التقارير العامة
 ☐ ITEM CATALOGUE/دليل الأصول

☐ ITEMS CLASSIFICATION/تصنيف و ترميز المواد و الخدمات
 ☐ STOCK TAKING/جرد المخازن و الأصول الثابتة
 ☐ STORE TRANSACTIONS/حركات المخازن

☐ SYSTEM CONFIGURATION/الرموز العامة و إعدادات النظام
 ☐ USER MANAGEMENT/المستخدمين و الصلاحيات

☐ Assets Locations/مواقع الأصول
 ☐ Stores/المستودعات

☐ Employee/الموظفين
 ☐ Suppliers/تعريف الموردبين

☐ Organizational Structure/الهيكل التنظيمي

حفظ / Save

Select / اختر	Delete / حذف	Group Name / اسم المجموعة
Select	Delete / حذف	المالية - شؤون المالية
Select	Delete / حذف	test
Select	Delete / حذف	TEMPORARY
Select	Delete / حذف	NEW

In this form you can add new user group which will allow users to access the system screens.

1. Enter the Group name
2. Select the module
3. Check or select the forms/screens which you want to be active in this group
4. Click on Save button

Define users

المستخدمين / Users

Required Fields*

User name *

Employee Name *

Password *

Confirm Password *

Expiration date of user *

Group *

User State *

☐ Inactive / غير فعال

حفظ / Save

Search by name: Search / بحث

Select / اختر	Delete / حذف	User name / اسم المستخدم	Name / الاسم	Group / المجموعة
Select	Delete	hassan	hassan	Hassan
Select	Delete	kalai	Kalaivanan	Hassan
Select	Delete	NCDR	NCDR	Hassan

1

1. Enter the user full name ,user ID and password then choose the group
2. Click on save button.

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Define Pocket Pc users

مستخدمين الجهاز المحمول / Pocket PC Users

Required Fields*		حقول مطلوبة *	
Organization	--Select-- *	* --اختير--	الوزارة
Department	* *	* *	الإدارة
Building	* *	* *	المبنى
User Name	*		اسم المستخدم
Password	*		كلمة المرور
Confirm Password	*		تأكيد كلمة المرور
User Status	☒ Active / فعال ☐ Disable / غير فعال		حالة المستخدم
New / جديد Save / حفظ Delete / حذف			

1. Enter the user ID and password
2. Click on Save button.

Change Password

Change Password

Old Password	
New Password	
Please Confirm New Password	
Save	

1. Enter the Old password
2. Enter the New password
3. Click on Save button.

Stocktaking

إجراءات الجرد / Stock Taking Process

Required Fields*

Year: 2014 *

Batch No: 1 *

Notes:

Building: --Select-- *

Floor: *

Rooms in the batch:

New / جديد Save / حفظ Delete / حذف

إسترجاع / Retrieve *

--اختر-- *

المكان المتضمنة في الجرد *

إحقول مطلوبة *

السنة

رقم المرفوع

ملاحظة

اسم المبنى

اسم الطابق

Room Description / وصف الغرفة	Group No. / رقم المجموعة	Status / الحالة	
0001 -- الاستقبال	1	0	Delete
0002 -- المكتبة	1	0	Delete
0003 -- غرفة الكهرباء	1	0	Delete
0004 -- غرفة الهاتف	1	0	Delete
0005 -- المطبخ 1	1	0	Delete

To start using the pocket PC you have to create your batch first by using this page.

This screen helps the user to make an inventory of the disbursed assets as follows:

- 1- Entering the year for which the user wants to make an inventory. The current year appears in the Year field by default.
- 2- Choosing the building from the dropdown menu, choosing the floor from the related menu, and then specifying the locations that need to be inventoried.
- 3- Clicking the “add batch “button to remove the chosen locations from the related menu and add them to the bottom schedule as shown in the above picture.

After that you can save your batch.

The reference number will be generated automatically.

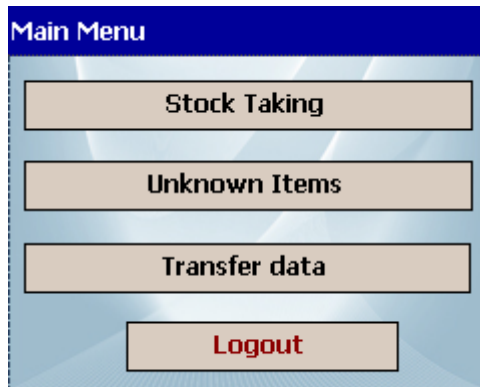
The reference number will be used for the pock pc application to upload and download the data through this number.

NB: the following reports will be active after uploading the data from PPC to the Server

Stock Taking Found Items
Stock Taking Not Found Items
Stock Taking Moved Items
Stock Taking Unknown Items

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Using the Pocket PC pen, choose the button which turns on the program. The following screen will appear.



Choose (Transfer data)

The screen used in updating data via transferring data from the main database to the Pocket PC and vice versa will appear.



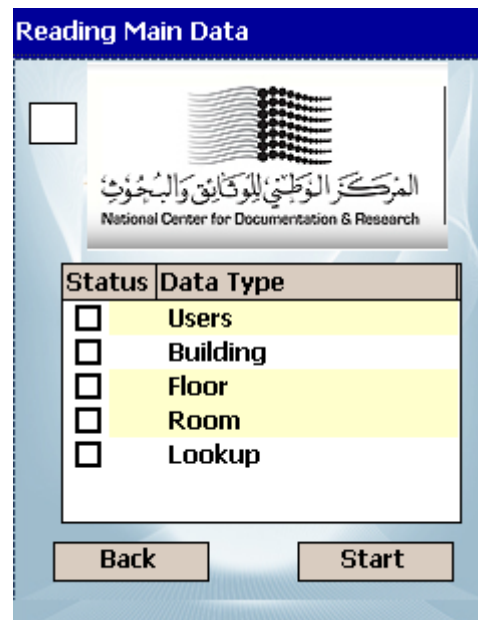
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Choose reading the main data.

NB: the user should prepare the data package in the main program which will be downloaded first.



The Choose Reading Type screen will appear.



Reading the main data: it refers to reading the data of the user and the department as well as the data of the location via the building, floor and office.

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Click Start. The process of reading the data in details will start. When the reading process finishes, a tick appears on the textbox in front of each item. This process takes from 2 to 3 minutes.

When finished, click the Exit button

Now the process of reading the asset data is ready.

Click the Read Asset Data button. The following screen will appear

Status	Data Type
☐	Users
☐	Building
☐	Floor
☐	Room
☐	Lookup

Log in

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To write the username and password, press the  button at the bottom. A keyboard will appear to facilitate the writing process. When you finish writing, click the same button then click Enter.

The following screen will appear.

Write the year, reference and group.

These data appear when preparing the data package from the inventory screen in the main system. Therefore, you should remember these data to enter them and then click the Start button.

A message will appear to confirm the successful download of the registers

Click Ok then Exit. You will go back to the main screen

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Now you are ready to make the inventory. Click the Inventory button

This screen will appear to confirm the inventory data. Click the Next button. The screen of reading the location label will appear.

After reading the location label, click the Next button, then go to the location to make the asset inventory through clicking the outside button in the Pocket PC.

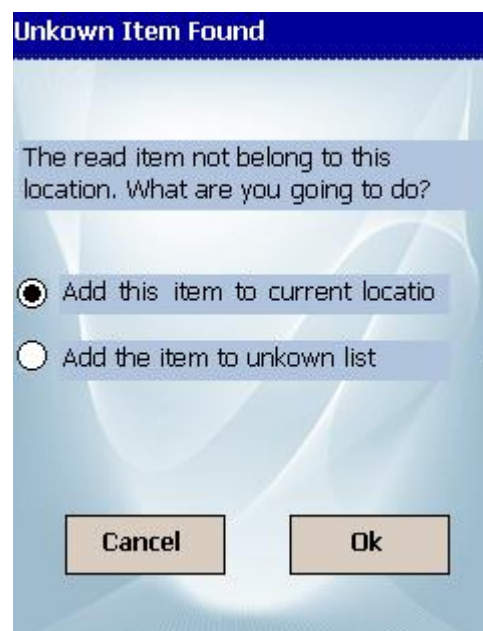
Asset Inventory screen

You can enable the RFID reading option by clicking on the RFID button

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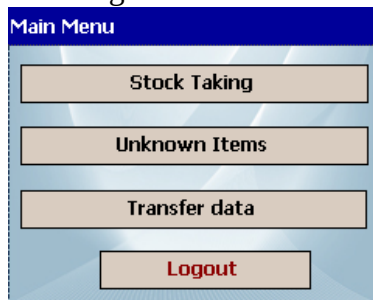
This screen shows the total number of the assets in the location which will be inventoried. When you finish inventorying an asset, the total number decreases (45/44) until the reading process of all assets is done. Then click the OK button.

NB: You might come across an asset that does not belong to the location you are inventorying. Here a message appears when reading the asset label and tells you that this asset doesn't belong here. It gives you the option to add this item to this new location and changing its location in the main database.

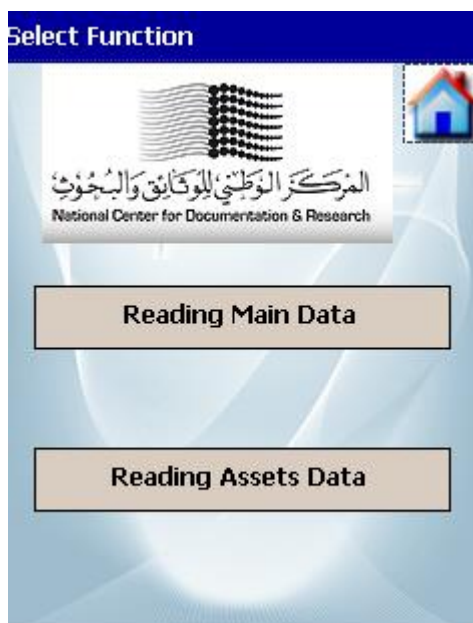


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The last step now in to download the data from the Pocket PC to the main program by returning to the main menu and clicking the transfer data screen button then choosing



Upload data to the main device



Where the data of the inventory group and the items which you want to know their locations as well as the modified data will appear. Click the Start button.

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Stock Taking



Year

Ref No

Group No

A message will appear to confirm that the downloading process is complete.

Go back to the main program to issue the Pocket PC reports to know the results of the inventory.